



CITY OF BOSTON, MASSACHUSETTS  
Office of the Mayor  
Thomas M. Menino

**BOSTON ARTS FESTIVAL 2004**  
**CALL TO PERFORMING ARTS ORGANIZATIONS**  
**DEADLINE: 5PM, MONDAY JULY 12, 2004**

**FESTIVAL INFORMATION**

**Mayor Thomas M. Menino** and the **City of Boston** are delighted to announce the **Boston Arts Festival 2004**. Presented by **JPMorgan Chase and Brown & Company**, the Festival will showcase Boston's best visual and performing artists.

Based upon last year's highly successful one-day event the 2004 festival has been expanded to take place on Saturday, September 11 and Sunday, September 12 at the highly accessible Christopher Columbus Park on Boston's waterfront.

Under protective cover, between 75 and 80 juried Boston artists and craftspeople will exhibit and sell original works of art offering a preview of the upcoming Open Studios Series.

Performance areas will feature approximately 20 acts, which will showcase music, theater, dance, and family friendly activities that reflect Boston's extraordinary cultural life and rich diversity.

The Festival is a production of the Mayor's Office of Arts and Cultural Development.  
*Boston* magazine is our partner.

**DATE**

Saturday, September 11 & 12, 2004 11am-6pm

*Saturday will contain an art exhibit and a minimal performance program. Sunday will contain an art exhibit and a full performance program.*

**WHERE**

Christopher Columbus Waterfront Park, Boston, MA near Faneuil Hall, along Boston Harbor.



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## DEADLINES

**5 pm, Monday July 12, 2004    Application and Materials Due**

Accepted applicants will be listed in the September issue of *Boston* magazine. Late applications will be accepted depending on space availability, but will not be included in the *Boston* magazine listing.

## ELIGIBILITY

Artists and performing groups are eligible regardless of race, gender, belief, national origin, sexual orientation, and physical ability.

## GUIDELINES FOR SUBMITTING PROPOSALS

- Written **description** of a 20-30 minute presentation that will represent a preview of the group's upcoming performance season
- Itemized **budget** based on total requested funding. Include, where applicable: artists' fees, equipment rental, materials, labor, technical crew, transportation etc
- **Support materials**; such as VHS, DVD, CD, cassettes, photos, models and artists' resumes
- List of **technical requirements** including stage plot, necessary sound equipment, (i.e. microphones, monitor speakers, P.A. speakers, instrument input locations, power needs), etc. Please indicate if you are able to provide your own sound system
- Indication of **availability** on Saturday, September 11 and Sunday, September 12
- Please include **other needs**

## SELECTION PROCESS/ CRITERIA

A Festival committee will make the final selection. Acceptance will be determined by quality, variety of artistic disciplines, and appropriateness for the market.

## PERFORMANCE SPACE

The Christopher Columbus Waterfront Park is located near Faneuil Hall along Boston Harbor. Limited technical equipment will be provided by the City of Boston. Technical requirements must be included in the proposal. The provisional stage measurements are 20' x 20'.



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### **SET-UP**

Performers are responsible for transporting instruments, props, music stands, etc to and from the site. All performances are outdoors and weather dependent.

The Festival Director will arrange a designated time for set-up.

### **SALE OF WORK**

Presentations are for public enjoyment; no solicitation of donations will be allowed. Sale of CD's, tapes, books and other print materials, and distribution of business cards and promotional materials must have prior approval from the Festival Director.

### **PUBLICITY**

*Boston* magazine will publish a four-color page insert in the September issue. The insert will include listings of all artists, performance schedules, and editorial text on artists and performers. An overprint of the insert will be widely disseminated and used as an on-site program. Other local media will be utilized also.

### **SPONSORS**

*JPMorgan Chase and Brown & Company*

### **CURRENT PARTNERS**

*Boston* magazine

### **LIABILITY**

The Boston Arts Festival 2004 will provide security from setup to strike. Performers perform at their own risk. The City of Boston is **not responsible** for damage, theft, or loss of performer's property.

### **QUESTIONS?**

If you would like to discuss your proposal prior to submitting it, please contact the Festival Director, Rachel Walchak at the Office of Arts & Cultural Development at 617.635.3911.

### **WEB ACCESS**

Information on the festival is posted at: <http://cityofboston.gov/arts>



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## **CHECKLIST**

Incomplete entries will not be processed.

- ☐ Completed application form
- ☐ Up to one-page narrative describing the artist(s) background and experience, a description of artistic work to be presented, and why/ how it is appropriate for presentation
- ☐ A resume of the leading artist(s)
- ☐ Itemized budget
- ☐ Technical Requirements
- ☐ A CD, tape, video, publication or other representation of your creative work. Please cue CD/tape/video to the 10-minute selection and/ or mark publication for 10-page selection for review. If you are accepted, these will be retained for publicity purposes
- ☐ Copies of reviews, if available
- ☐ SASE – Self-addressed stamped envelope (\$.55- minimum) for the return of your materials



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**APPLICATION FORM  
BOSTON ARTS FESTIVAL 2004**

**OFFICIAL USE**

Category:

Material:

**July 12, 2004:**

**APPLICATION / SUPPORTING MATERIALS / SASE DUE**

Please complete this form (cut along dotted line), and mail to the following address:

**Rachel Walchak, Festival Director  
Mayor's Office of Arts and Cultural Development  
BOSTON ARTS FESTIVAL 2004  
Room 802  
Boston City Hall  
Boston, MA 02201**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **ADDRESS 1:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **TELEPHONE 1:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **WEBSITE:** \_\_\_\_\_